



Governance Process	ENDs
Board – CEO Delegation	Executive Limitations

JACKSON COLLEGE BOARD OF TRUSTEES POLICY

Policy Type: EXECUTIVE LIMITATIONS

Policy Title: Treatment of Learners

Policy Number: EL 01

Date Adopted: 11.11.19

Version: 2.0

Date Last Reviewed: 01.08.24

Responsible Party: Chief Governance Officer

Reviewing Committee: Chairperson Crist,
Vice-Chairperson Patterson, &
Trustee Hoffman

GLOBAL EXECUTIVE LIMITATIONS STATEMENT:

The CEO shall not cause or allow conditions, procedures or decisions related to the treatment of learners that are unsafe, inequitable, disrespectful, or unnecessarily intrusive.

Further, without limiting the scope of the above statement by the following list, the CEO shall not:

1. Permit learners and others who use College property and equipment to be without proper training and reasonable protections against hazards or conditions that might threaten their health, safety or well-being.
 - 1.1. Allow learners to be without current, enforced policies that minimize the potential for exposure to harassment, provide remedy for harassment situations, and provide methods for dealing with individuals who harass.
2. Deliver programs in a manner that is insensitive to learners' culture.
3. Permit violation of learner confidentiality and privacy, except where specific disclosure is required by legislation or regulation.
 - 3.1. Use forms or procedures that elicit information for which there is no clear necessity.
 - 3.2. Use methods of collecting, reviewing, storing or transmitting learner information that unreasonably protect against improper access to personal information.
4. Permit admission, registration, evaluation, or recognition processes that treat learners inequitably.

5. Permit inequitable, inconsistent or untimely handling of learner complaints.
 - 5.1. Permit learners to be without a process for registering a complaint or concern, including an appeal process, or to be uninformed of the process.
6. Permit learners to be uninformed of learner rights and responsibilities, including expectations for learner behaviour, and the consequences of failure to adhere to the expectations.
 - 6.1. Permit learners participating in non-traditional programs to be without written acknowledgment of the non-traditional nature of the program, its expectations and contingencies.
7. Retaliate against any learner for non-disruptive expression of dissent.
8. Permit decisions affecting learners to be taken without appropriate notification to learners.

Date Of Change	Version	Description of Change	Responsible Party
11.11.19	1.0	First release following Policy Governance consulting work.	Chief of Staff
9.12.22	1.0	Regular Review – Approved	CEO
1.8.24	2.0	Postponed regular review – amended throughout – addition of 6.1	CGO